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FYI

PORT AUTHORITY OF NEW YORK AND NEW JERSEY

BUCKSLIP

TO: C. Maikish
FROM: T. Cancelliere
DATE: May 11, 1993

CC: N. Chanfrau, R. DiChiara, W. Ellis, A. Marciano, L. Norcia, A. Preschle, A. Reiss

You requested us to prepare a "fire drill report" for each one conducted to evaluate the participation of Floor Wardens, Assistant Floor Wardens, Searchers and other occupants. The attached form will be prepared by the Floor Warden (or Assistant Fire Safety Director) for each fire drill. It will be reviewed by the Fire Safety Director who will follow up on deficiencies and prepare routine reports summarizing overall fire drill performance.

Tom Cancelliere

Attachment

FLOOR WARDEN REPORT - FIRE DRILL

Building _____ Floor _____ Date _____

Floor Warden _____ Company _____ Tel. No. _____

Deputy/Searchers	Name	Company	Tel. No.	Participation Y	N

Time drill started _____ Time drill completed _____

Percentage of occupants on floor participating _____%

Performance of Team:	Satisfactory	Unsatisfactory
Deputies-search area & report in		
Searchers-search area & report in		

Performance of Floor Occupants	Satisfactory	Unsatisfactory
Floor occupants assemble by designated stair		
Cooperation of floor occupants		

List problems _____

Alarm audibility (alarm-warble tone-to be heard in all areas, voice message only in corridor)
Voice messages in corridor Yes _____ No _____
Warble tone within tenant spaces audible Yes _____ No _____
If no is checked please write in location of problem(s) _____

_____

Comments and/or suggestions

_____

_____

Signature _____

Date _____

Please return Floor Warden Report to Fire Safety Director at the conclusion of the fire drill.